

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter III Filing Procedures
	Section 1 Amended Documents

The preferred method of filing Amended Documents is to use the *dedicated* amended event rather than re-docketing the paper and selecting "Amended" from a list of prefix options (prefix options appear in the **Docket Text: Modify as Appropriate** screen).

IMPORTANT NOTE - If you are filing a document in which a fee was paid with the initial filing, pay close attention to the display messages to avoid being charged another filing fee for your amended document where none is actually due.

For example, if filing an Amended Motion for Relief from Stay, do not docket the motion with the intent of simply adding the prefix "Amended" - you will be charged a fee. The correct method is to select the dedicated event Amended Motion, and link this event to the previously filed motion. Follow the system prompts.

The following documents have their own dedicated amendment events:

Dedicated Amended Event	Menu Location	Benefit For Use
Amended Application	Bankruptcy → Motions/Applications	Links to previous Application(s)
Amended Motion	Bankruptcy → Motions/Applications	Links to previous Motion(s)
Amended Chapter 11 Plan Amended Chapter 12 Plan Amended Chapter 13 Plan Modified Chapter 13 Plan	Bankruptcy → Plan	Links to previous Plan(s)
Amended Disclosure Statement	Bankruptcy → Plan	Links to previous Disclosure Statement
Amended Schedules	Bankruptcy → Other	Does not link to previous Schedules
Amended Document	Bankruptcy → Other	Links to previous docket entries
Amended Complaint	Adversary → Complaint	Links to previous complaint

[NOTE: If filing an **Amended Petition**, select **Bankruptcy → Other → Amended Document**. Check the box of the original voluntary petition then enter "Voluntary Petition" in the free text box of the docket entry.

Docket Text: Modify as Appropriate.		
Amended Document	Voluntary Petition	Filed by